

DIRECTIONS

Evaluate the student by checking the appropriate box to indicate the degree of competency. The rating for each competency should reflect **employability readiness** rather than the grades given in class.

Rating Scale:

0 No Exposure

1 Introduced – The student has been exposed through non-participation instruction (e. g., lecture, demonstration, field trip, video).

2 Practiced – The student can perform the task with direct supervision.

3 Entry-level Competency – The student can perform the task with limited supervision and/or does not perform the task to standard (a typical entry-level performance expectations)

4 Competency – The student consistently performs task to standard with no supervision (on at least two occasions or at instructor's option)

COSMETOLOGY 12.0401

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A. Apply the Guidelines Established for Bacteriology and Sanitization

*A.001 Identify and describe bacteria and other infectious agents, citing their patterns of growth and development.

*A.002 Describe how bacterial diseases are spread.

*A.003 Describe and demonstrate common methods of sanitation and sterilization of hands, tools, and work area.

*A.004 Demonstrate proper sanitation and sterilization preparations and procedures for hairstyling as required by law.

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B. Apply Worksite Safety Procedures

*B.001 Cite examples of the hazards of using drugs and alcohol in the work place.

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*B.002 Follow prescribed work place safety procedures in the use of materials, tools, and equipment.

*B.003 Identify any unsafe working conditions and report them to supervisors.

*B.004 Demonstrate knowledge of basic first aid procedures.

*B.005 Describe hazardous material handling, storage, and disposal according to prescribed procedures and "right to know" regulations, knowing how to read and understand Material Safety Data Sheets.

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C. Apply a Professional Development Plan

*C.001 Demonstrate understanding of proper posture and how it relates to life and work.

*C.002 Demonstrate proper personal and professional hygiene.

*C.003 Demonstrate professional demeanor and ethical behavior in relationships with supervisors, co-workers, and clients.

*C.004 Demonstrate effective listening skills and public speaking skills in work with supervisors, co-workers, and clients.

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D. Apply the Guidelines Established for Shampoo Procedures

*D.001 Demonstrate understanding of the chemistry of shampoo, identifying its effects on hair.

*D.002 Analyze a client's hair for shampoo treatment.

*D.003 Demonstrate the procedure for draping a client for a shampoo or non-chemical service.

*D.004 Demonstrate the technique and procedure for brushing hair before a shampoo treatment.

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E. Apply Skin Care Techniques

*E.001 Identify the four basic skin types.

*E.002 Identify and describe common skin problems.

*E.003 Demonstrate plain facial with manipulation.

*E.004 Demonstrate a makeup application.

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00000 F. Apply the Guidelines for Hair and Scalp Treatments

*F.001 Describe the differences between and benefits of conditioners, rinses, and reconditioners.

*F.002 Demonstrate the techniques and procedures for giving scalp treatment and massage.

00000 G. Apply the Guidelines for Correct Analysis and Treatment of Trichology

*G.001 Demonstrate/describe the physical properties of hair: a) function, b) texture, c) porosity, d) elasticity, e) tensile strength, f) surface tension, g) color and natural moisture, and h) absorption.

*G.002 Demonstrate knowledge of common hair and scalp disorders and diseases.

*G.003 Demonstrate knowledge of the biology and chemistry of hair.

00000 H. Demonstrate Correct Superfluous Hair Treatments

*H.001 Describe depilation methods of hair removal.

*H.002 Demonstrate depilation by use of the wax technique.

*H.003 Demonstrate depilation by use of the tweezing method.

00000 I. Demonstrate Hairstyling Techniques

*I.001 Select hairstyles to compliment various facial shapes, preparing a booklet of sample styles.

*I.002 Demonstrate the technique and procedure for making a C-shaping.

*I.003 Demonstrate the techniques and procedures for making horizontal, vertical, and diagonal finger waves.

*I.004 Identify the components of a pin curl.

*I.005 Identify bases and tell what degree of volume they achieve.

- *I.006 Demonstrate the technique for making ridge curls and skip waves.

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- *I.007 Demonstrate knowledge of roller types and sizes.
- *I.008 Demonstrate formation of square bases at the back of the head.
- *I.009 Demonstrate forward, reverse, and horizontal shaping procedures.
- *I.010 Demonstrate back-combing and back-brushing procedures.
- *I.011 Demonstrate braiding.
- *I.012 Demonstrate round curling with a marcel iron.
- *I.013 Demonstrate croquinoile curling.
- *I.014 Demonstrate spiral curling.
- *I.015 Demonstrate blow dry styling.

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J. Demonstrate Manicuring Techniques

- *J.001 Demonstrate knowledge of nail anatomy.
- *J.002 Describe common nail shapes.
- *J.003 Demonstrate knowledge of common disorders and diseases of the hands and nails.
- *J.004 Identify manicuring equipment and implements, demonstrating understanding of their uses.
- *J.005 Identify consumable supplies for manicuring, demonstrating understanding of their uses.
- *J.006 Demonstrate the proper procedure for a water manicure with hand and arm massage.

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K. Demonstrate Pedicures

- *K.001 Describe the preparation and procedures for performing a pedicure.

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L. Demonstrate Principles of Salon Business Management

*L.001 Plan the layout of an all-service salon.

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*L.002 Demonstrate telephone answering skills.

*L.003 Make appointments over the telephone.

*L.004 Operate cash register.

*L.005 Prepare newspaper advertisement.

*L.006 Take physical inventory.

*L.007 Prepare perpetual inventory records.

*L.008 Prepare annual budget.

*L.009 Prepare profit and loss statement.

*L.010 Prepare sales approach.

*L.011 Prepare loan application.

*L.012 Prepare report of day's business.

*L.013 Set up a retail display.

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M. Demonstrate Hair Shaping Techniques

*M.001 Section head into four sections.

*M.002 Demonstrate proper handling of scissors and clippers.

*M.003 Demonstrate proper handling of razor in hair shaping exercises.

*M.004 Section head into sub-sections.

*M.005 Demonstrate blunt cutting.

*M.006 Demonstrate knowledge of hair thinning techniques.

*M.007 Cut guidelines with scissors.

*M.008 Give client basic haircut.

*M.009 Use clipper to clean client's neck.

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00000 N. Apply the Guidelines for Permanent Waving

*N.001 Prepare client for permanent waving.

*N.002 Section and block head—straight back.

*N.003 Section/subsection—on-base curls.

*N.004 Section/subsection—off-base curls.

*N.005 Section/subsection—1/2 off-base curls.

*N.006 Perform bookend paper wrap.

*N.007 Apply waving lotion using proper safety measures.

*N.008 Check test curls.

*N.009 Apply neutralizer—direct method.

00000 O. Demonstrate Hair Coloring Techniques

*O.001 Prepare client for hair coloring procedure.

*O.002 Examine scalp and hair prior to coloring procedure.

*O.003 Demonstrate a patch test.

*O.004 Demonstrate a strand test.

*O.005 Demonstrate a shampoo color rinse.

*O.006 Demonstrate a semipermanent tint.

*O.007 Demonstrate a one-step virgin tint.

*O.008 Demonstrate a one-step tint retouch.

*O.009 Measure and mix color correctly. Apply product using proper safety procedures.

00000 P. Demonstrate Hair Lightening Techniques

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*P.001 Prepare client for hair lightening procedure.

*P.002 Demonstrate lightening service to virgin hair.

*P.003 Demonstrate lightening retouch.

*P.004 Demonstrate frosting service.

*P.005 Demonstrate foil service.

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Q. Demonstrate Chemical Hair Relaxing Techniques

*Q.001 Prepare client for chemical procedure.

*Q.002 Demonstrate a strand test.

*Q.003 Demonstrate a virgin straightening.

*Q.004 Demonstrate a two-inch retouch.

*Q.005 Apply product using proper safety procedures.

COSMETOLOGY (CIP: 12.0403)

SCORING RUBRIC

The student demonstrates the specified level of competency in occupational skills:

0	1	2	3	4
No Exposure	Introduced	Practiced	Entry-Level	Competency

0 1 2 3 4

q q q q q **A. Apply the Guidelines Established for Bacteriology and Sanitization**

(Vermont Standards: 1.18, 1.22, 3.4, 3.5, 3.7, 3.10, 2.13, 7.11, 7.13, 7.18)

q q q q q **B. Apply Worksite Safety Procedures**

(Vermont Standards: 3.3, 3.4, 3.5, 3.6, 3.7, 2.13, 7.13, 7.18)

q q q q q **C. Apply a Professional Development Plan**

(Vermont Standards: 1.13, 1.14, 1.15, 1.16, 1.20, 2.13, 2.14, 3.1, 3.2, 3.3, 3.7, 3.8, 3.10, 3.14, 3.15, 3.16)

q q q q q **D. Apply the Guidelines Established for Shampoo Procedures**

(Vermont Standards: 1.10, 1.22, 2.2, 2.3, 2.11, 2.13, 3.7, 3.14, 7.11)

q q q q q **E. Demonstrate Skin Care Techniques**

(Vermont Standards: 1.10, 1.16, 1.22, 2.2, 2.3, 2.11, 2.13, 3.7, 3.14, 5.28, 7.11)

q q q q q **F. Apply the Guidelines for Hair and Scalp Treatments**

(Vermont Standards: 1.10, 1.22, 2.2, 2.3, 2.11, 2.13, 3.7, 3.14, 7.11, 7.14)

q q q q q **G. Apply the Guidelines for Correct Analysis and Treatment of Trichology**

(1.6, 1.13, 1.14, 1.15, 1.16, 1.18, 1.21, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.11, 2.13, 3.7, 7.11)

q q q q q **H. Demonstrate Correct Superfluous Hair Treatments**

(Vermont Standards: 1.6, 1.13, 1.14, 1.15, 1.16, 1.18, 1.21, 1.22, 2.1, 2.2, 2.3, 2.4, 2.13, 3.7, 7.11)

q q q q q **I. Demonstrate Hairstyling Techniques**

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.11, 2.12, 2.13, 3.7, 5.28, 5.29, 7.7, 7.9, 7.11, 7.13)

q q q q q **J. Demonstrate Manicuring Techniques**

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.2, 2.3, 2.4, 2.10, 2.13, 3.7, 5.28, 5.29, 7.11, 7.13, 7.19)

COSMETOLOGY
(CIP: 12.0403)

SCORING RUBRIC

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No Exposure	Introduced	Practiced	Entry-Level	Competency

0 1 2 3 4

q q q q q K. Demonstrate Pedicures

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.10, 2.13, 3.7, 7.11, 7.13, 7.14)

q q q q q L. Demonstrate Principles of Salon Business Management

(Vermont Standards: 1.6, 1.11, 1.13, 1.14, 1.15, 1.18, 1.19, 1.21, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.11, 2.13, 3.1, 3.7, 3.8, 7.6)

q q q q q M. Demonstrate Hair Shaping Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.20, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.11, 2.12, 2.13, 5.28, 5.29, 7.7, 7.9, 7.18,

q q q q q N. Apply the Guidelines for Permanent Waving

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.11, 2.12, 2.13, 3.7, 5.28, 5.29, 7.11, 7.12, 7.13)

q q q q q O. Demonstrate Hair Coloring Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.11, 2.12, 2.13, 3.7, 5.28, 5.29, 7.11, 7.12, 7.13)

q q q q q P. Demonstrate Hair Lightening Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.12, 2.13, 3.7, 5.28, 5.29, 7.11, 7.12, 7.13)

q q q q q Q. Demonstrate Chemical Hair Relaxing Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.12, 2.13, 3.7, 5.28, 5.29, 7.11, 7.12, 7.13)